

HOW TO... Protect your PC from hackers

Don't leave your PC's security to chance. Keep data safe with McAfee Personal Firewall Plus, says Steve Haines



A firewall is a program that sits between your PC and the internet, providing essential protection against hackers and Trojans.

Windows XP is supplied with its own basic firewall, but for complete peace of mind you'll need stronger protection. McAfee Personal Firewall Plus, which is on this month's cover disc, is a powerful yet easy-to-use application that ensures you always surf the net safely.

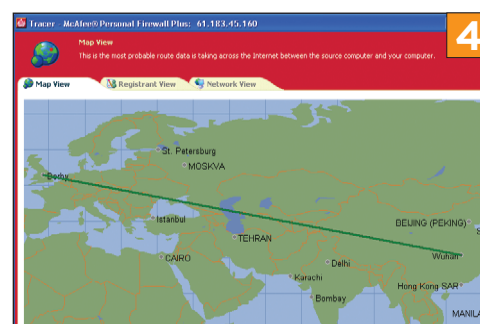
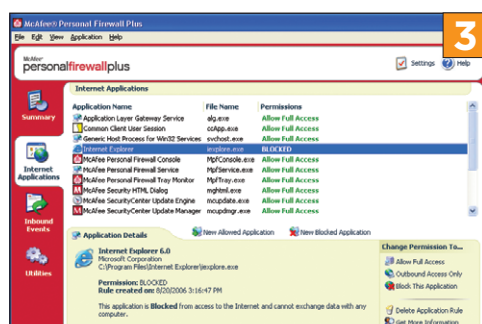
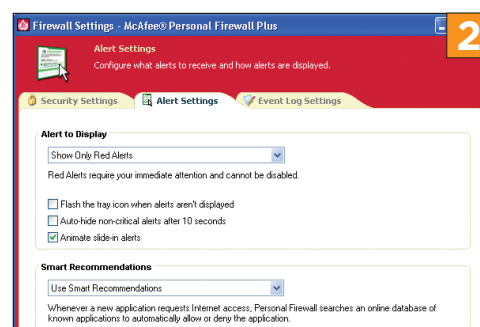
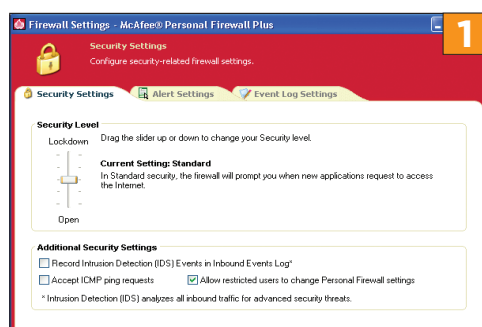
After you've installed McAfee Personal Firewall Plus, select the option to use the McAfee SecurityCenter. This will provide at-a-glance information about the status of your PC, including details of anti-virus, anti-spam and privacy protection, as well as the status of the firewall. New vulnerabilities appear all the time, so register the product to ensure that the software is updated regularly.

1 When you open McAfee Personal Firewall Plus, it displays a summary screen. This shows your current security settings and any activity detected by the firewall. The default setting, Standard, will prompt you when a new application requests access to the internet. You can change this setting by clicking on Utilities, Security Settings. There are five settings to choose from. The strictest is Lockdown, which blocks all network traffic. The least intrusive is Open, which allows all traffic through with the exception of applications you have previously blocked.

2 You can change the information the firewall displays by clicking on the Alert Settings tab at the top of this window. The default setting shows just red alerts, which contain information that requires your immediate attention. You can also choose to view green alerts, which inform you of changes made to the firewall such as applications to which it has automatically granted internet access, and blue alerts, which contain information but require no action.

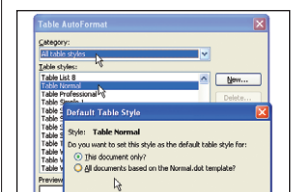
3 It is possible to alter the security settings for individual applications in the Internet Applications section. This displays a list of allowed and blocked programs. To change the settings, highlight an application and choose one of the options from the Change Permission To window at the bottom of the screen. You can allow full access, allow outbound access only or block all incoming and outgoing access.

4 To find out more about any suspicious activity, the Inbound Events tab displays a list of network traffic. The Visual Trace option quickly tracks the source of hostile attacks as well as other traffic trying to connect to your PC. The type of tracking information you can find includes an easy-to-read map showing the location of an intruding source, and key contact and owner information from the originating IP address.



HOW TO... Display table gridlines

When you create a table in a Word document, Word inserts gridlines to make it easier to manage the table. Gridlines are not printed; they are there for your reference only. However, borders are also inserted by default, hiding the gridlines beneath. To see the gridlines, you must first remove the border. From the Table menu, select Table AutoFormat. Under Category, choose All table styles. In the list that appears, click on Table Normal. Click on the Default button and decide whether you want this change to apply to just this document or all documents. Click OK. Insert a table. If the gridlines aren't visible, highlight the table and click on the Table menu.



HOW TO... Move worksheets

Once a workbook has got too large to navigate easily, it is time to create separate workbooks. To move a worksheet quickly, right-click on its tab and select Move or Copy. In the dialog box that appears, click on the drop-down menu under To Book and select New Book. Tick the box next to Copy if you're not ready to make it a permanent move. You can move more than one worksheet in one go. Click the tab of the first worksheet you want to move, then hold down the Ctrl key and click the tabs of the other worksheets. Right-click and make the same selections; all the selected tabs will be moved.

